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14 JUL 1954

MEMORANDUM FOR : Deputy Director (Administration)

SUBJECT : The Career Service Conference on
3 August 1954

REFERENCE : Notice N [REDACTED]

25X1A

1. The Career Service Conference is designed to acquaint all senior supervisors with both policy and procedure concerning personnel management in CIA and, specifically, with how the Agency's career service program will be carried out. It is also designed to ensure that each senior supervisor recognizes his responsibilities for personnel management. Each supervisor should realize that he has primary responsibility for the welfare, conduct and effectiveness of those persons who report to him as subordinates.
2. It should be noted that the Conference was planned, with the approval of the Deputy Director, on the basis that attendance by the senior headquarters echelon of the Agency was mandatory and that only illness or out-of-town engagements would be considered a valid reason for an official's absence. An attendance record will be compiled following the conference.
3. It has been found to be neither desirable nor feasible to prepare lists centrally of those persons who should attend the Career Service Conference. The responsibility for selecting participants has been delegated by reference Notice to the Head of each principal operating Office. In view of the fact that only a fixed number of seats in the Auditorium is available, a quota of 10 spaces has been allotted to your Office based on the current on-duty headquarters strength of your unit.
4. There are attached to this memorandum sufficient numbered copies of background material so that each person selected by you to attend may make himself completely familiar with the subject matter. This material will form the central theme of the Conference. It is requested that you issue these background materials as soon as possible to prospective participants.

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5. Your attention is directed to the request in paragraph 3 of reference Notice which asks that questions for which answers are desired and topics suggested for discussion be forwarded to the Office of Personnel by Friday, 23 July. This is in order that the presentation at the Conference may be as complete as possible.

6. For obvious reasons, it is undesirable that a large number of staff cars simultaneously discharge passengers in front of the Department of Agriculture building just prior to the Conference. Pool arrangements for staff cars will be made by my office to transport those persons who would not be able to reach the Conference by the chartered Capital Transit busses that will be provided.

7. Specific questions regarding the arrangements for the Conference may be directed to [REDACTED] Special Assistant for Career Service, extension 689, who is responsible to me for its detailed planning. 25X1A9a

[REDACTED]

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Harrison G. Reynolds
Assistant Director for Personnel

Attachments

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